



COLEGIO HÉCTOR URDANETA

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SCHOOL YEAR ADMISSION CONTRACT 2024-2025

Student Name: _____, Grade: _____
Name Middle name Paternal surname Maternal surname

- 1) I understand that as a parent or guardian, admission fees are non-refundable, regardless of the circumstances. _____ initial
(\$675.00 admission fee, additional \$50.00 per new student and \$175.00 construction fee)
- 2) I understand that by enrolling my child in this institution I accepted a ten-month contract and will be charged accordingly:
 - A) Pre-Pre through 12th grade **\$280.00**
 - B) After School Child Care Program **\$100.00** (read and sign the additional contract for this service).
 - C) Graduation fee for kindergarten, sixth, ninth grade students **\$200.00** and twelfth grade **\$250.00**.
(This fee is due in December of each academic year).
- 3) I have been offered three (3) payment plans, from which I choose:
_____ Monthly _____ Per Semester (2% off) _____ Annually (5% off) *
***Discounts, apply only to cash or check payments.**
- 4) I understand that all tuition must be paid in full. This is binding and includes acts of nature or any other event that may occur during the school year.
- 5) All monthly payments are due on the 1st of each month, starting August 1. I understand that, if payment is made after the 16th, **I will be charged a \$20.00 surcharge for each student.** An additional \$10.00 will be charged if payment is received after the last day of the current month. Any check returned by the bank will have an additional \$25.00 processing fee.
- 6) If the student's account is past due for 60 days or more, the school has the right to suspend the student. If the bill is referred to an attorney for collection, I agree to pay all legal expenses.
- 7) If I removed the student from school, I understand that any material brought to class, such as crayons, markers; The paper, etc., will not be returned as it is for collective use.
- 8) I understand that the student's grades and file will be held if there is an outstanding balance.
- 9) On the last Friday of each month, no classes will be held. This day will be used to train teaching staff or any other related work. This day can be exchanged with prior notice.
- 10) This institution will receive the following payments:
 - A) Personal check (the Institution reserves the right to refuse any check that has been previously returned due to lack of funds)
 - B) Credit cards: VISA or Master Card.
 - C) Manager's Check
 - D) Postal turn
 - E) Cash
- 11) I agree that I am responsible for any damage caused to school property, structure, or equipment, and I am also responsible for any physical or verbal assault on any faculty, non-teaching staff, or fellow students by my child.
- 12) I understand that my child has to follow the Rules and Regulations established by the school. If my child violates any of them, I agree to disciplinary action and that the school reserves the right to expel any student for failure to comply with established rules and regulations.

13) As a responsible parent and for the safety of the entire student community, I am committed to following all guidelines implemented by support staff on the road and sidewalks that give access to the school in order to avoid vehicular obstruction.

14) We will be working "drive-thru" system, the student must be ready in all aspects to be able to be delivered to the school in a safe and smooth way. At the stipulated departure time (not before) it is recommended that the parent or guardian call the student via phone to be prepared and picked up at the time of arrival at the gate. Obstructing the flow of vehicles is extremely forbidden at any time.

15) Students who withdraw after 3:30pm and are not enrolled in the Extended Care program after school departure time will be charged a fee of \$15.00, regardless of person. This fee will be applied for each day that occurs.

	<u>Entrance</u>	<u>Exit</u>
PK y Kinder	7:30 am	2:00 pm
1ro y 2do	7:45 am	2:45 pm
3ro a 6to	8:00 am	3:00 pm
7mo a 9no	7:30 am	2:30 pm
10mo a 11mo	7:15 am	2:15 pm
12mo	7:15 am	12:00 pm

16) This Institution will not be responsible for students who leave the school premises with or without any authorization or circumstance.

17) I agree to provide my child at the beginning of the school year with the necessary books and materials for the class.

18) I understand that this school reserves the right of admission for any student with learning disabilities or who needs a Special Education Program. The institution does not provide this service.

I am responsible for reading the school's regulations and acting accordingly. You will find school regulations on our website: www.urdanetapr.com

19) I _____, Parent or guardian I agree that I have read this Agreement and by signing hereunder, I agree to all of the terms and conditions set forth below.

Authorized signature of parent or guardian

Authorized signature C.H.U.

Account Number

Date

Additional information:

Phone: _____

Cellphone: _____

Physical Address: _____

Postal Address: _____

Email: _____